

LA HABRA CITY SCHOOL DISTRICT
JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Definition

Under the general direction of an Assistant Superintendent, or designee, perform responsible and complex secretarial functions including planning, organizing, and coordinating the activities of the administrator's responsibilities; and perform a variety of other routine related clerical work as required.

Distinguishing Characteristics

The classification differs from other clerical/secretarial classifications in that the incumbent is required to assist an administrative official in planning and coordinating communications and administrative support functions. This classification differs from the Clerk Typist and Secretary classifications in that duties and responsibilities are more complex and sensitive in nature and require significant knowledge of District policies and procedures.

Typical Tasks (May include, but are not limited to the following):

- Gather, assemble, review, and track statistical data in order to compile highly complex, technical reports, surveys and other documentation.
- Independently prepare and respond to routine correspondence; prepare memos, reports, masters for printing and a variety of other privileged and highly sensitive materials as requested.
- Receive, handle and assist in responding to inquires and/or complaints, both orally and in writing.
- Take, transcribe and prepare minutes, agendas and materials in accordance with established procedures.
- Maintain District and state records for all student tracking and various report information.
- Maintain information for master calendar of scheduled events and meetings.
- Maintain complex and confidential student records, contracts, and files. Coordinate and revise manuals and/or handbooks.
- Perform a variety of administrative and clerical tasks including typing, proofreading, filing, editing, office machine operation, word processing or operation of other automated systems.
- Process various documents and records, including time sheets and time cards, personnel requisition forms, and conference requests/reimbursement forms according to established procedures.
- Prepare purchase order requisitions and service contracts. Verify expenses are charged to appropriate budget. Maintain records of items purchased/ordered, including confirmation of orders received and services rendered.
- Utilize a variety of computer software to perform critical functions such as word processing, statistical spreadsheets and database management.
- Serve as a resource for School Office Managers with various questions and reports related to student records and programs.
- Attend various meetings and may assist in leading/training other staff as needed.
- Answer phones, receive visitors, make appointments. Sort and route mail.
- Serve as back-up to the District receptionist.
- Perform other related duties as required.

Minimum Qualifications

Education: Completion of high school or a General Education Diploma (GED); college level coursework in business, secretarial science, communications or a related field is desired.

Experience:

- Three years of recent increasingly responsible administrative secretarial assignments, some of which should have involved secretarial duties for a District administrative official or a high level administrator.
- Prior responsibility for maintaining and processing confidential information.
- Experience in the field of education is highly desirable.
- Computer experience including use of word processors, spreadsheets, presentation software and database management programs.

Knowledge of:

- Office procedures and practices, including filing systems, telephone techniques and etiquette; record keeping and methods of collecting and organizing data and information.
- Operation of basic office machines and various computer applications.
- District policies and procedures; legal mandates, policies and regulations.
- Correct English usage, grammar, spelling, punctuation, vocabulary and proofreading skills for composing business letters and reports.

Ability to:

- Perform highly responsible and complex secretarial and administrative assistant duties.
- Work independently on complex technical and secretarial work with minimal supervision; plan, prioritize and organize work under pressure and maintain a business-like manner; use discretion and maintain confidentiality.
- Train others on special projects and serve as a resource to assigned personnel.
- Communicate clearly and concisely, both orally and in writing.
- Answer telephones, greet the public and represent the District in a calm and professional manner.
- Read, interpret, and apply District policies, practices and regulations.
- Complete work with many interruptions while working for multiple administrators; keep accurate records.
- Take and transcribe minutes of meetings and maintain District records of all meetings.
- Type a minimum of 50 words per minute.
- Establish and maintain cooperative and effective working relationships with District personnel and others; provide a pleasant welcome to both employees and members of the public.
- Operate a variety of office equipment and computer utilizing various software packages for database management and preparation of correspondence and reports.

Language: Ability to communicate (both in writing and speaking) in a language other than English may be required in some assignments, with preference in Spanish to English and English to Spanish.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment:

This position may involve the following: constant interruption and direct contact with the public and employees; a high volume of responsibilities that may require working for multiple administrators without direct and/or constant supervision. Working in an office environment where the noise level is usually quiet.

Physical Demands:

The physical demands of this position include: ability to sit for extended periods of time; some walking and standing on various surfaces as well as bending and reaching at, below and above shoulder level. Lifting, pushing or pulling of objects generally not exceeding 20 pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary; hearing and speaking ability sufficient to provide information via phone, intercom and personal contact is also needed. Specific vision abilities including close vision, depth perception and the ability to focus are required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Work Schedule 1 (12 month)

Range 34

Reviewed by Personnel Commission: 1st Reading 10-6-2009; 2nd Reading 11-3-2009
1st Reading 8-7-2012; 2nd Reading 9-11-2012
1st Reading 7-18-2017 updated (Name Changed from Administrative Secretary to Administrative Assistant)